

Checklist for Adapting Community Development Plans to Affordable Housing Plans

If a municipality did not design a scope of services for a Community Development (CD) Plan with the intention of using it for Planned Production, then all of the required elements may not be included. The following matrix can be used to determine which portions of an affordable housing plan are likely to exist in a CD Plan and what will likely need to be added.

Planned Production – Required Elements 760 CMR 31.07(1)(i)	In EO 418 CD Plan?		
	Yes	Maybe	Unlikely
Housing Needs Analysis			
community demographics (2000 Census)	✓		
existing housing stock	✓		
development constraints		✓	
municipality’s ability to mitigate constraints			✓
infrastructure capacity		✓	
Housing Goals			
mix of housing desired (rental & ownership; families, individuals, elderly, special needs)	✓		
annual numerical goal of at least .75% of year round housing units			✓
timeframe for production of units		✓	
Housing Strategies			
one or more of: 1. areas where land use regulations will be modified 2. sites for comprehensive permits 3. preferred characteristics of development (smart growth) 4. municipally owned sites for affordable housing		✓	
Use Restrictions for Affordable Units			
description of price formula, length of term, etc. or sample deed restriction			✓